

NASA Glenn Research Center
Cleveland, Ohio

May 19, 2005

TO: Glenn Civil Service Employees

FROM: A/Deputy Director

SUBJECT: Continuing Workforce Transformation at Glenn Research Center (GRC)–
Beginning Involuntary Separation Planning

The GRC leadership team is beginning the planning process for a Reduction In Force (RIF) that may be implemented late next year. This is in concert with the Agency's workforce transformation plans announced shortly after the President's FY06 budget was delivered to Congress.

Since the President's budget was released in early February, a large number of employees at the Center have been working hard to secure additional work. Those efforts show great promise in some areas, and we hope that any actions we may have to take will be less drastic than that previously announced for the Center. However, those efforts and the results of the recent buyouts and transfers still require us to address a sizable workforce challenge. As our Center Director has stated, our last resort is a RIF. Based on our current situation, the responsible and prudent thing to do is to start preparing for a RIF for late next year. We will continue our efforts to secure additional work, but we need to acknowledge that we have to adjust the size of the workforce to support a smaller business base. Accordingly, we need to prepare for the worst-case scenario and initiate these plans now.

It is in all of our best interest to make this planning process as transparent as possible. As we are just beginning, there is little more factual information that we can provide at this time. Let me assure you that our first priority is to develop an open and effective communications plan for the process. A first step will be to hold educational sessions for all employees in the near future. As more information becomes available, we will share it with you. For more information, the Office of Personnel Management's Employees Guide to Reduction in Force may be accessed from the Glenn Workforce Transformation Web site at <http://www.grc.nasa.gov/WWW/OHR/Transformation/>.

/s/

Richard S. Christiansen